

**2007-2008**

**Master**

**Contract**

**Agreement**

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PUBLIC EMPLOYMENT  
RELATIONS BOARD

between

Hubbard-Radcliffe Education Association

and

Hubbard-Radcliffe  
Community School District

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April 2007

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With new Career Increments

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## ARTICLE I - RECOGNITION

3/94

### A. UNIT

1. The Board of Directors of the Hubbard-Radcliffe Community School District hereby recognizes the Hubbard-Radcliffe Education Association as the certified sole and exclusive bargaining representative for all personnel as set forth in the PERB Certification Instrument issued in Case No. 5021.

2. The unit described in the above certification is as follows:

**INCLUDED:** All regular full-time certified teachers and regular part-time certified teachers, including guidance counselors, librarians, Resource Teachers, and Chapter I teachers.

**EXCLUDED:** Superintendent, Principals, Athletic Director, School Nurse, Substitute Teachers, Teacher Aides, Teacher Associates, Bus Drivers, Head Custodians, Custodians, Head Cooks, Secretary to the Superintendent, Secretary to the Principal, Board Secretary and all other persons excluded under Section 4 of the Public Employment Relations Act.

### B. DEFINITIONS

1. The term "Employer", as used in this Agreement, shall mean the Hubbard-Radcliffe Community School District as governed by the Board of Directors, or its duly authorized representatives.

2. The term "Employee", as used in the Agreement, shall mean all professional employees represented by this Association in the bargaining unit as certified by the Public Employment Relations Board.

3. The term "Association", as used in this Agreement, shall mean the Hubbard-Radcliffe Education Association or its duly authorized representatives or agents.

4. The term "Days", as used in the Agreement, shall mean teacher employment days (i.e. contract days) unless otherwise indicated.

## **ARTICLE II - GRIEVANCE PROCEDURE**

3/93

**PURPOSE:** The purpose of this Article is to provide for a mutually acceptable method for the prompt and equitable settlement of grievances over the interpretation and application of this Agreement.

### **A. DEFINITIONS**

1. **Grievance** - A grievance is an allegation by an Employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement.
2. **Aggrieved Person** - An aggrieved person is the person or persons, or the Association making the complaint.
3. **Party in Interest** - A party in interest is the person or persons making the complaint and any person, or his/her representative, who might be required to take action, or against whom action might be taken, in order to resolve the complaint.

### **B. REPRESENTATION**

1. A grievant may be represented at all pre-arbitration stages of the grievance procedure by said grievant, or at the grievant option, by an Association representative.
2. If an aggrieved party is not represented by the Association, the Association shall have the right to be present and to state its view at all stages of the grievance procedure.
3. In addition to the principal, immediate supervisor and superintendent involved at levels 2 and 3, & 4 by any person of the Board's choosing.

### **C. TIME LINES**

1. The failure of an Employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. Any administrator's failure to give a decision within the time limits shall permit the Employee to proceed to the next step. The time limits may be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year could result in irreparable harm to the grievant, the party in interest, or the school district, the time limits set forth herein may be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year, or within a maximum of 30 days thereafter.

### **D. LEVEL ONE (INFORMAL)**

An Employee with a grievance shall first discuss it with the principal or immediate supervisor with the object of resolving the matter informally.

#### E. LEVEL TWO (FORMAL)

1. If as a result of the informal discussion with the principal or immediate supervisor, a grievance still exists, the aggrieved person may invoke the formal grievance procedure not later than twenty (20) school days from the event giving rise to the grievance on the form set forth in Schedule C.
2. The grievance form shall be available from the Association representative and said form shall be signed by the Employee. The grievance form shall be delivered to the appropriate principal or immediate supervisor. A copy of the grievance will be provided to the Association by the administration.
3. The appropriate principal or immediate supervisor shall indicate a disposition of the grievance in writing within ten (10) school days of the presentation of the formal grievance and shall furnish a copy thereof to the aggrieved person and to the Association.
4. If the aggrieved person is not satisfied with the disposition of the grievance, or if no disposition has been made within the ten (10) school day period, the grievance shall be transmitted to Level Three within ten (10) school days.

#### F. LEVEL THREE

The superintendent or his designee shall meet with the aggrieved person and the Association within ten (10) school days of receipt of the grievance. Within ten (10) school days of the meeting, the superintendent or his designee shall indicate the disposition of the grievance in writing and shall furnish a copy thereof to the aggrieved person and to the Association. If the Association is not satisfied with the disposition of the grievance by the superintendent or his designee, or if no disposition of the grievance has been made within the time limits of this paragraph, the Association shall transmit the grievance to Level Four within ten (10) school days of the disposition from Level Three.

#### G. LEVEL FOUR

1. If within ten (10) school days following the formal third step the Association submits a request to the superintendent to enter into arbitration, a written request for a list of seven (7) arbitrators shall be made to the Iowa Public Employment Relations Board by either party. The parties shall determine by lot which party shall have the right to remove the first name from the list. Within ten (10) school days of receipt of the list, each of the two parties shall alternately strike one (1) name at a time from the list until only one (1) name remains. The person whose name remains shall be the arbitrator.
2. The arbitrator so selected shall hold a hearing promptly and shall issue a decision not later than thirty (30) calendar days from the date of the close of the hearing, or if the oral hearing has been waived by both parties, or if briefs are submitted, then from the date the final statements and proofs on the issues are submitted. The arbitrator's decision shall be in writing and shall set forth findings of fact, reasoning, and conclusions on the issues submitted.
3. The costs for the services of the arbitrator will be borne equally by the Board and the Association.

#### H. MISCELLANEOUS

1. All decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and shall be transmitted promptly to all parties in interest and to the Association.
2. All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest and their designated or selected representatives.
3. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association. When an Employee is not represented by the Association, the Association shall have the right to be present at Level Two and beyond. The Association shall receive all decisions required in the grievance procedure at times when such decisions are required to be furnished to the grievant.
4. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. The Association shall have access to the grievance file.
5. If a grievance affects a group or class of the Employees because of the existence of similar facts and issues, the Association may submit, with the approval of the superintendent and the Association, such grievance in writing to the superintendent or his designee directly and the processing of such grievance shall be commenced at Level Three. The Association may process such a grievance through all steps of the grievance procedure.

## ARTICLE III - PAYROLL DEDUCTIONS

1995

### A. ASSOCIATION DEDUCTIONS

1. Authorization - Any Employee who is a member of the Association or who has applied for membership may sign and deliver to the Employer an assignment authorizing payroll deduction of professional dues. Such Authorization must be delivered to the Board Secretary fourteen (14) calendar days prior to the date that the payroll is to be delivered to the employees. The form of the assignment shall be as set forth in Schedule D.
2. Regular Deductions - Pursuant to deduction authorization, the Employer shall deduct one-tenth (1/10) of the total dues from the regular salary check of the employee each month for ten months, beginning in September and ending in June of the following year. Such dues so withheld shall be transmitted to the Association on a monthly basis.
3. Prorated Deductions - Employees who begin dues deduction after September shall have the total monthly dues prorated on the basis of the remaining months.
4. Payment - The Employer shall transmit to the treasurer of the Association the total monthly deduction for professional dues within fourteen (14) calendar days following each regular period.
5. Duration - Such authorization shall continue in effect for one year unless revoked in writing by a thirty (30) day notice to the Employer and to the Association.
6. Claims - The Association agrees to indemnify and hold harmless the Employer, each individual Board member, and all administrators against any and all claims arising out of the application of the provisions in the Agreement between the parties for dues deductions.

### B. OTHER DEDUCTIONS

Upon appropriate written authorization from the Employee, the Employer shall deduct from the salary of any Employee and make appropriate remittance for annuities and insurance. Annuity and extra insurance involvement must be timely, (i.e. the beginning of the contract period). The Employer may set the number of companies to be dealt with.

## ARTICLE IV - SICK LEAVE

3/05

### A. ACCUMULATIVE BENEFIT

1. Each employee shall be granted a leave of absence with full pay for the Employee's personal illness in the following amounts:
  - a. 10 days - first year of Employment
  - b. 11 days - second year of Employment
  - c. 12 days - third year of Employment
  - d. 13 days - fourth year of Employment
  - e. 14 days - fifth year of Employment
  - f. 15 days - sixth and subsequent years of Employment
2. Part-time Employees shall be entitled to benefits on a pro rata basis in accordance with their employment.
3. Unused sick leave may be accumulated from year to year with a maximum accumulation of one hundred fifteen (115) days, including those days added for the current year.
4. Accumulated sick days amounts shall apply to consecutive years of employment in both the Hubbard and/or Radcliffe districts.

### B. USE OF SICK LEAVE DAYS

1. Sick leave days may be used either in full or one-half (1/2) day units or one hour units\* [60 minutes] for physical or mental personal illness, bodily injury, or other medically related disability:
  - a. which requires the employee's confinement
  - b. which renders the employee unable to perform assigned duties
  - c. when performance of assigned duties would jeopardize the employee's health recovery.

\*A teacher desiring one hour units [60 minutes], must make arrangements to cover their teaching responsibilities. [ie. Teaching coverage must be done by certified staff. Non-teaching responsibilities may be done by noncertified staff.] \*Coverage must have administrative approval.
2. Sick leave days may also be used for medical appointments (M.D., D.D.S., optometrist) which cannot be scheduled at another time upon Superintendent's and/or their designee's approval.
3. When all personal days have been used, a total of one [1] sick leave day may be used for attending funerals of nonfamily individuals. That day may be used either in full or one-half [1/2] day units.

### C. FAMILY & MEDICAL EMERGENCY LEAVE

1. An employee desiring to utilize sick leave for major illness or condition (i.e. surgery or childbirth) shall notify the Superintendent or his designee in writing of the anticipated commencement and termination of sick leave days as soon as those dates become known.
2. A new father or adoptive parents may utilize five (5) sick leave days upon the arrival of the child by notifying the Superintendent as soon as the dates are known.



**D. VERIFICATION**

The Superintendent or the Board may request a statement from the Employee's physician confirming an illness or determining his/her physical fitness. Such statement shall be at the Employee's expense.

**E. FAMILY EMERGENCY**

Up to six [6] days of accumulated sick leave per employee per year may be used for a family illness or medical emergency concerning the Employee's spouse, parent, or child. Employees may accumulate unused family illness days to a total of twelve [12] days.

**F. NOTIFICATION**

Employees will be furnished with an accounting of accumulated sick leave days with the June paycheck or more frequently.

## ARTICLE V - TEMPORARY LEAVE

4/01

### A. PAID LEAVES

Employees shall be entitled to the following temporary leaves of absence with full pay each school year:

1. PERSONAL LEAVES - Three (3) days per year shall be allowed for personal reasons. The day immediately preceding or immediately following a legal holiday, school vacation period, or during the first or last week of the school year shall not be recognized as a personal leave day. Exceptions to these limitations may be made by the superintendent in his sole discretion. No more than three (3) Certified Teachers shall be on personal leave on the same day. Employees planning to use a personal day or days shall apply to their principal at least two (2) days in advance, except in cases of emergency. All personal days must be used before an employee will be allowed to take unpaid leave days.

### 2. JURY DUTY

a. An Employee who is called for jury service shall be permitted to be absent from his or her duties without loss of pay and without charge against any leave. Amount paid to the Employee for jury duty (not for mileage or meals) would be assigned to the school. The Jury duty earnings check could be endorsed and presented to the school if it did not include reimbursements for other expenses such as mileage and meals. A personal check could also be used to repay the school if pay for jury duty was awarded.

b. The Employee must give the principal or the principal's designated representative five (5) days' prior written notice of the summons for service and must furnish satisfactory evidence that such service was performed on the days for which a payment is claimed. Any Employee not required to perform jury duty all day shall return to work.

3. PROFESSIONAL LEAVE - Shall be allowed for attendance at educational meetings with full pay if such absence is approved by the Employee's principal. If any Employee wishes to be absent from duty for a brief period to attend a professional meeting, a written request for approval of such absence on a form as provided by the Employer should be filed by the Employee at least ten (10) days prior to the first day of anticipated absence. Professional days shall be used for the purpose of:

- a. Visitation to view other instructional techniques of programs.
- b. Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions or organizations.

4. BEREAVEMENT LEAVE - Each Employee shall be entitled to five (5) days of bereavement leave per occurrence with full pay in the event of a death in the Employee's immediate family. The immediate family is defined as the husband, wife, child or children, mother, father, brother, sister or grandchild of the Employee and the father and mother of the spouse of the Employee. This leave is not accumulative and does not count against sick leave.

Two (2) days of paid leave will be granted in the event of death of the Employee's grandparent, spouse's grandparent, sister-in-law, brother-in-law, niece, nephew, aunt or uncle. The Employee shall notify the Superintendent as soon as possible before taking bereavement leave. This leave is not accumulative and does count against sick leave.

Bereavement days necessary beyond the above allotments may be taken and will count against sick leave. Should sick leave have been exhausted, the leave is an unpaid day.

5. ASSOCIATION LEAVE- Up to a total of four (4) days paid leave shall be available for representatives of the Association to attend conferences, conventions, or other activities of the state and national affiliated organizations at the discretion of the Association.

B. SUPERINTENDENT'S DISCRETIONARY LEAVE

Other temporary leaves of absence may be granted by the superintendent with pay or without pay as determined by the superintendent, and the granting or the denial of the leave or the granting or denial of compensation for the leave shall not be grievable under the grievance Article of this agreement.

## **ARTICLE VI – EXTENDED LEAVES**

4/03

### **A. ILLNESS OR DISABILITY**

1. An Employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available, shall be granted a leave of absence. The leave shall be without pay for the duration of such illness or disability up to the end of the school year in which the sick leave has been exhausted. Leaves granted pursuant to the paragraph may be renewed each year subject to the approval of the Board. The Employee may continue all available fringe benefits provided by this Agreement for the duration of said leave at his/her expense and upon approval of the insurance carrier(s). If an Employee is continuing benefits at his/her expense, payment must be received by the Board Secretary by the first of the month or they will be removed from the group.

2. A serious illness or disability of a certified staff member places a long term substitute in the classroom. Under these circumstances, the grade level or subject area co-worker may need to provide extensive assistance in curriculum planning, classroom management, and daily responsibilities. The certified staff member shall make a request for compensation in writing. If approved the compensation will be limited to the Employee's per diem rate for one hour [1] per school calendar week. The certified staff member will meet with the Administration and a representative from The Association to determine an appropriate time frame for this assistance.

### **B. EDUCATIONAL TRAINING**

A leave of up to one year may be granted, upon application, for the purpose of engaging in study at an accredited college or university, such study to relate to the Employee's professional responsibilities at the Hubbard-Radcliffe School District. Upon return from such leave, the Employee shall be placed at the step where they were last employed. However, educational lane changes would be granted.

### **C. OTHER LEAVES**

The Board may grant extended leaves upon the filing of a written request for such leave by an Employee. A denial by the administrator would allow the Employee to request a board review within a timely manner.

## **ARTICLE VII - HEALTH AND SAFETY**

4/07

### **A. PHYSICAL FITNESS**

Every newly appointed Employee shall furnish a certificate signed by a physician attesting to the Employee's physical fitness to perform the assigned duties and freedom from communicable diseases. The Employer shall supply the form. The form shall be filed in the Superintendent's office before the 10th day of September. The Employer shall pay a maximum of fifty dollars (\$50) toward the cost of the examination upon presentation of a paid receipt.

### **B. SAFETY PROCEDURES**

The Employer shall provide and maintain a safe place of employment. All Employees shall endeavor, in the course of performing the professional duties associated with their employment, to be alert to unsafe practices, conditions or equipment and to report same to their immediate supervisor.

### **C. USE OF FORCE**

An Employee may, while acting within the scope of the Employee's employment when acting pursuant to existing Board policy, use and apply such amount of force as is lawful and necessary to quell any disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self-defense; and for the protection of persons or property.

### **D. PROTECTIVE DEVICES**

Eye-protective and ear-protective devices as outlined in 280.10 and 280.11 of the Code shall be provided without cost to the Employee.

## **ARTICLE VIII – EVALUATION PROCEDURES**

3/05

### **A. EMPLOYEE ORIENTATION**

Within four (4) weeks after the beginning of the school year, within four (4) weeks after the beginning of an Employee's service under the supervision of a particular administrator, each Employee shall be acquainted with the Iowa Teaching Standards and Criterion, the district adopted descriptors and the procedures and instruments used. No formal evaluation shall take place until such acquaintance has been completed. The Board and Association will mutually agree upon an evaluation instrument and any future revisions that might be needed. If the evaluation instrument is revised, the administration will provide Employees under their supervision an acquaintance with the new instrument at least two (2) weeks before application of the instrument.

### **B. MINIMUM NUMBER OF EVALUATIONS**

An evaluation process will be followed for beginning teacher, probationary career teachers, and for career teachers. Evaluation procedures shall be consistent between evaluators and between buildings.

### **EVALUATION FOR TIER I TEACHERS**

A beginning teacher, teaching with an Initial Provisional License, shall be evaluated with the Comprehensive Evaluation Summative Evaluation developed by the Administrative Team of Hubbard-Radcliffe School. The established district criteria and the Iowa Teaching Standards, as set forth by the Iowa Department of Education as a requirement of the Teacher Quality program, will serve as the criteria for the evaluation of new teachers.

The classroom teaching performance of regular first and second year (Tier I) Employees will be formally evaluated a minimum of two (2) times each school year, once each semester. All formal evaluations of classroom teaching performances of an Employee shall be conducted openly with full knowledge of the Employee. Each formal evaluation shall be preceded by at least forty (40) minutes of consecutive observation. These observations will focus upon the Iowa Teaching Standards and Criteria. Each observation will include a feedback conference. The district will provide a form for the summative evaluation report. Additional formal observations may be conducted at the discretion of the administrator. The post observation forms are to be completed and be ready for discussion with the administrator at the respective conferences.

One of the formal observations will be of an extended duration. At the elementary level, this is defined as an observation of 2-3 consecutive hours. At the secondary level, this is defined as observing the same class period for 2-3 consecutive days.

Informal observations, including walk-throughs and other unannounced visits may be used at the discretion of the administrator. Informal observations include any and all things that reflect professionalism.

A cumulative professional portfolio will be created and maintained by all Tier I and Probationary Career Teachers. This portfolio will reflect the teacher's development and implementation of the skills being learned as part of the district's Mentoring and Induction program (Tier I teachers) and Career Development Plan (Probationary Career Teachers).

### **EVALUATION FOR TIER II – PROBATIONARY CAREER TEACHERS**

Probationary Career Teachers will begin their evaluation cycle with a performance review evaluation. Probationary Career Teachers will be formally evaluated a minimum of two (2) times each school year, once each semester. All formal evaluations of classroom teaching performances of an Employee shall be conducted openly with full knowledge of the Employee. Each formal evaluation shall be preceded by at least forty (40) minutes of consecutive observation. These observations will focus upon the Iowa Teaching Standards and Criteria. Each observation will include a feedback conference. The district will provide a form for the summative evaluation report. Additional formal observations may be conducted at the discretion of the administrator. The post observation forms are to be completed and be ready for discussion with the administrator at the respective conferences.

One of the formal observations will be of an extended duration. At the elementary level, this is defined as an observation of 2-3 consecutive hours. At the secondary level, this is defined as observing the same class period for 2-3 consecutive days.

Informal observations, including walk-throughs and other unannounced visits may be used at the discretion of the administrator. Informal observations include any and all things that reflect professionalism.

A cumulative professional portfolio will be created and maintained by all Tier I and Probationary Career Teachers. This portfolio will reflect the teacher's development and implementation of the skills being learned as part of the district's Mentoring and Induction program (Tier I teachers) and Career Development Plan (Probationary Career Teachers).

### **EVALUATION FOR TIER II: CAREER TEACHER**

The evaluation process for career teachers is a three-year cycle and includes two components: an individual career development plan and a performance review that will occur at least every three years.

The Individual Career Development Plan will be based on the student achievement goals of the building and the school district (CSIP), the Iowa Teaching Standards, and the needs of the teachers. The plan will focus on the continuous professional growth of the teacher in order to improve student learning. The Individual Career Development Plan design may include learning activities for one, two, or three-year periods and may be implemented individually or as part of a collaborative team effort. The plan must be

approved by the administration, and the administration shall determine if the identified goal was satisfactorily completed. Career teachers will develop a method of documenting and reporting the results of their individual career development plan, as part of a progress report with their administrator or as part of their performance review.

During the performance review year, a career teacher will be formally evaluated a minimum of one (1) time each year. All formal evaluations of classroom teaching performances of an Employee shall be conducted openly with full knowledge of the Employee. Each formal evaluation shall be preceded by at least forty (40) minutes of consecutive observation.

The following applies to all formal evaluations:

1. Reports in Writing – Reports for formal classroom observations shall be in writing with a copy to be given to the Employee at least one (1) day prior to any conference between the employee and the supervisor.
2. Conference – Within ten (10) school days following the formal classroom observation, the evaluator and the Employee shall meet. At the conclusion of the conference, a copy of the evaluation signed by both parties shall be given to the Employee. The Employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content. No Employee shall be required to sign a blank evaluation form.
3. Employee's Written Statement – The Employee shall have the right to submit an explanation or other written statement regarding any evaluation report of classroom performance. Any written statement submitted by the Employee shall be submitted with the ten (10) school days of the date of the conference. Such statements shall be signed by both parties and attached to the evaluation report. The administrator's signature does not necessarily mean agreement with the information in the statement, but rather awareness of the content.
4. Right to Grieve – An Employee has the right to grieve all evaluations as unfair or inaccurate through the grievance procedure in this contract. The event initiating the timelines within the grievance procedure is the receipt of the written evaluation by the Employee.

#### C. INFORMAL EVALUATION

The administration may utilize other methods of informal evaluation. If an administrator places a written document in an Employee's personnel file which he either prepared himself or received from a patron of the District, the Employee shall be given a copy of the document within one (1) school day of the time the document is placed in the file. At the request of either party, a conference will be held within ten (10) school days after the document is placed in the file. The Employee shall have the right to submit an explanation or other written statement regarding any informal evaluation placed in her/his file. Any written statement submitted by an Employee shall be submitted with ten (10) school days of the conference or date of filing, whichever is later. Such statement shall be signed by both parties and attached to the evaluation.



The administrator's signature does not necessary mean agreement with the information in the statement, but rather awareness of the content.

#### **D. PERSONNEL FILE REVIEW**

Employees shall have the right to review the contents of their personnel files and only confidential letters of recommendation may be excluded from the file when it is examined by the Employee. The Employee shall have the right to receive a copy of any of the contents of the file except confidential letters of recommendation. The usual and customary charge will be made for each copy.

#### **E. EVALUATION INSTRUMENT**

For the summative evaluation, district standards will be met as long as there are not checked "Does Not Meet" or "Needs Improvement". If any of these areas are checked, it does not mean automatic dismissal, but will serve as cause to involve the teacher to participate in an assistance program provided by the district to improve performance in this area. Should evaluation be used for any staff reduction, then all staff will be rather (compared) as "Meets" or "Does Not Meet" district standards.

## ARTICLE IX - TRANSFERS

4/07

### A. VOLUNTARY TRANSFER PROCEDURES

1. In the filling of a vacancy, the Board shall consider requests from employees who have requested a transfer, along with all other applicants for the position.
2. A transfer shall be considered to be the movement of an Employee from one department or grade to another in grades Kindergarten through 12 if said Employee has the appropriate certification for the transfer.
3. A list of departments as used in this Article shall consist of the following:
  - a. Business Education
  - b. English
  - c. Social Studies
  - d. Art
  - e. Mathematics
  - f. Science
  - g. Music
  - h. Physical Education
  - i. Foreign Language
  - j. Guidance
  - k. Industrial Arts
  - l. Home Economics
  - m. Library Services
  - n. Special Needs (Special Education, At Risk, and Talented & Gifted [TAG])
4. The following qualifications shall be the basis for decision making in both voluntary and involuntary transfers:
  - a. Professional Preparation
  - b. Evaluations
  - c. Experience
  - d. Seniority in the Hubbard School District, the Radcliffe School District, and the Hubbard-Radcliffe School Districts.
5. Procedure
  - a. When a vacancy is to be filled by a voluntary transfer and two or more Employees are equally qualified for the position, seniority will control except in unusual circumstances.
  - b. The Employer shall post in all school buildings a list of all vacancies. The notice of a vacancy shall include the date of posting and the final date on which applications will be accepted. Such notices shall be posted in the faculty rooms for at least seven (7) calendar days before the final date when applications must be submitted.
  - c. Employees may apply in writing to the individuals designated on the vacancy notice for any posted vacancy, and all applications shall name the vacancy for which the applicant wishes consideration.

d. When a vacancy is filled, all applicants shall be notified in writing as soon thereafter as practical and notice of the filling of the vacancy will be posted.

e. For positions becoming vacant during summer vacation, Employees may file a letter requesting consideration should a position open. This letter must contain the following information:

Position desired

Summer address

Summer telephone number

Those indicating an interest in a certain position will be notified by letter sent to the summer address. A notice of these positions will be posted in the Administration Building.

f. After an Employee has obtained a voluntary transfer, the Employee shall not be eligible for any other voluntary transfer during that school year.

#### **B. INVOLUNTARY TRANSFER PROCEDURE**

The Board of Education reserves the right to assign and/or transfer personnel according to the overall needs of the District.

1. An involuntary transfer shall be considered to be the movement of an Employee from one department to another in grades Kindergarten through 12 if said Employee has the appropriate certification for the transfer.

2. An involuntary transfer shall be made only after a meeting between Employees involved, an Association representative at the Employee's option, the superintendent or his designee, and other appropriate administrative representatives.

3. All Employees being considered for involuntary transfer may request in writing a voluntary transfer to any open position, which request shall show the Employee's order of preference for the open positions.

## **ARTICLE X - STAFF REDUCTION PROCEDURES**

4/07

### **A. LAYOFFS**

The Employer shall have the right to determine when it is necessary to have a reduction of staff. Attrition will be used when possible. On or before April 14, should the Employer intend to implement a staff reduction, the Association and the Employer shall have a conference. The Association shall have the opportunity to review and respond to the Employer planned staff reduction by April 29.

In the event reduction in staff cannot be adequately accomplished by attrition, those with emergency or temporary certification shall be laid off first unless otherwise needed to maintain an existing program.

If reduction in staff cannot be adequately accomplished in accordance with the above paragraph, the Employer shall lay off Employees according to the following prioritized list, with Level 1 criteria considered first. Part-time teaching experience equals full-time teaching experience for staff reduction purposes.

- Level 1: Total teaching experience in the Hubbard School District, the Radcliffe School District, and the Hubbard-Radcliffe School District. Calculated from the Employee's first day of contracted service in the district (as distinguished from the date of individual contract signing).
- Level 2: Total teaching experience in other public or private school systems with official verification in the Employee's personnel file.
- Level 3: Breadth and Depth of certification, licenses, endorsements, and educational preparation as determined by official transcripts, workshop certification, and/or official evidence of continuing education coursework in the Employee's personnel file.
- Level 4: The educational experience in subject area and/or grade level in which cutbacks are being made.

### **B. NOTIFICATION**

The Employer shall provide written notice to each Employee who may possibly be affected by staff reduction. Specific written reasons for reduction of staff shall be given no later than April 30 preceding each school year. A copy of the notices of staff reduction given to individual employees shall be given to the Association.

### **C. RECALL PROCEDURES**

1. Recall Rights - Any Employee laid off pursuant to this Article shall have recall rights to any position for which he/she is certified, for two (2) years from the effective date of his/her layoff and shall be recalled to available positions in such professional categories in reverse order of layoff.
2. Benefits - Any Employee re-employed by exercising his/her recall rights shall have restored his/her fringe benefits and placement on the salary schedule accrued at the time of layoff.

3. Recall List: - The Employer shall keep on file a current list of those who have retained such recall rights provided by this Article and will furnish said list to the Association annually.

4. The superintendent or his/her designee shall be kept informed by the terminated Employee of current addresses and telephone numbers and interest in recall.

5. The Employer shall notify each Employee laid off pursuant to this Article who is eligible for any vacant position which may occur. Such notice shall be given by certified mail, return receipt requested. The Association shall also be informed of vacancies and notified Employees.

6. The Employee who is recalled shall have fifteen (15) calendar days from the date the recall notice is delivered to either accept or reject the available position. Failure to respond within the above time limit shall be interpreted as rejection of the available position. Acceptance or rejection shall be delivered in writing to the superintendent or his/her designee or shall be sent by certified mail, return receipt requested.

#### D. ESTABLISHING A SENIORITY LIST

All Employees will complete a General Staff Data Sheet to be developed jointly by the administration and the Association. The Data Sheet will be distributed during fall workshops and must be completed by September 10 of the current school year.

The Administration will develop a **Seniority List**, including all Employees. Such list will be posted by October 1<sup>st</sup> of each year. Updates will occur when staff changes are made during the year.

1. The **Seniority List** will be based upon information listed as items (a) through (e) on the General Staff Data Sheet, with each item considered in that order. The items will be:

- a. years of consecutive teaching service in the Hubbard School District, the Radcliffe School District, and the Hubbard-Radcliffe School District.
- b. total years of teaching service
- c. highest earned degree
- d. hours earned beyond highest earned degree
- e. selection by lot (a rank number)

2. A rank number will be assigned each Employee.

3. Copies of the **Seniority List** listing all Employees in rank order will be posted in each building on the office bulletin board, on HREA bulletin boards in staff rooms, and provided to the Association as soon as it is prepared. The **Seniority List** will include items (a) through (e) from C1 of this Article.

## **ARTICLE XI – PROFESSIONAL DEVELOPMENT COMMITTEE**

4/07

A Staff Development Committee with Employee representation shall be established and maintained for the purpose of making recommendations to the Board on the structure and content of the District's in-service training program. In-service shall include, but not be limited to, professional/staff development, workshops, and training/orientation sessions/programs. The Committee shall consist of the superintendent, other administrators, and an equal number of faculty members appointed by the Association. Appointments shall be on an annual basis and renewable. The membership of the Committee should reflect a representative cross-section of grade levels. The Committee shall make recommendations to the Board concerning the planning and evaluation of content and format of Employee orientation, or in-service training programs conducted during the course of the school year. The Board shall consider such recommendations; however, final decisions thereon shall remain in the Board's discretion.

## ARTICLE XII - EMPLOYEE HOURS

4/07

### A. WORKDAY

1. (a) Except as provided herein, the work day shall consist of eight (8) consecutive hours. Arrival and departure times for all employees shall be determined and designated by the employer after consultation with the Association. An individual workday plan may be developed between employees and their building principal and must have written approval of the superintendent. On Fridays and days preceding holidays and vacation periods the workday shall end with the departure of the route/shuttle buses.
- (b) In the event of regularly scheduled meetings beyond the contract hours, employees attending such meetings at a location other than that of their 1st period class in the event of before-school meetings, or their last period class in the event of after-school meetings, will be paid mileage between sites if school transportation is not provided.
2. Should inclement weather, including excessive heat or any other emergency, require a school closing wherein students are dismissed, employees shall not be required to stay after the departure of the route/shuttle buses.
3. Included within the normal work day shall be a minimum duty-free lunch period of twenty-five (25) minutes.
4. The work week shall include the days of Monday through Friday and exclude the days of Saturday and Sunday.
5. Employees may leave the building during their duty-free lunch period upon notifying the school office personnel of their destination. Employees may leave, or not be in the building, during contract hours with the advance permission of their building principal. The granting or denial of permission to leave or not be in the building by the building principal, excluding the duty-free lunch period, shall not be grievable under the grievance Article of this agreement."
6. Each middle school classroom teacher shall have at least one preparation period during the pupil day which shall be one instructional period during the day. Each elementary classroom and special needs teacher shall have as much preparation time as scheduling will allow.

### B. HOLIDAYS

1. No Employee shall be required to perform duties on any of the following six (6) unpaid holidays.
  - a. Labor Day
  - b. Thanksgiving Day
  - c. Christmas Day
  - d. New Year's Day
  - e. Good Friday
  - f. Memorial Day
2. Any Employee that requests the privilege of conducting an activity, practice, or the right to supervise students on any of the above holidays may do so without this Article being grievable.

### C. EARLY DEPARTURE

1. Employees may leave the building following student departure on those days when they will be returning for extra duty events.

2. School shall be dismissed after a minimum of five and one-half (5 1/2) hours of instructional time, exclusive of the lunch period, on the school day preceding the following:

- a. Thanksgiving
- b. Christmas
- c. Good Friday

Employees may leave after the departure of the route/shuttle buses.

3. School shall be dismissed early in compliance with state guidelines on the following days:

- a. First day of school
- b. Last day of school
- c. Last day of 1st Semester
- d. Conference Days

Employees will work an eight (8) hour contract day as described in Section A of this Article.

4. Employees may be required to attend regularly scheduled meetings before the school day for the purpose of coordinating events among the employees and students. On those days, employees may leave the building after the departure of the route/shuttle buses.



## ARTICLE XIII - WAGES

4/07

A. SCHEDULE - The salary of each Employee covered by the regular salary schedule is set forth in Schedule A, which is attached hereto and made a part hereof.

### B. PLACEMENT ON THE SALARY SCHEDULE

Each Employee shall be placed on his or her proper step and lane of the Salary Schedule. New and returning teachers will receive credit on the teacher salary schedule for eight (8) years' previous teaching experience in the Department of Education accredited/approved public or nonpublic schools. In addition, if in order to hire a candidate it becomes necessary to grant more than eight (8) years experience, the negotiating team has agreed to meet with the superintendent to consider this possibility. Employees will receive credit for a full year of employment if they have worked (including paid leave days) at least two-thirds (2/3) of his or her scheduled contract days in each school.

### C. ADVANCEMENT ON THE SALARY SCHEDULE

1. Steps: Employees on the salary schedule shall be granted one (1) increment/vertical step on the salary schedule on the appropriate educational lane for each year of employment to the maximum step on that educational lane. Employees must work (including paid leaves) at least two-thirds (2/3) of his or her scheduled contract days in the school year to qualify for movement on the steps on the salary schedule. Employees who complete the necessary college semester hours which will move them from one educational lane to a higher educational lane on Schedule A shall move to the proper vertical step on the higher lane.

2. Lanes: Except as noted below, the hours earned to count for advancement on the salary schedule must be earned at an approved college or university, must be semester hours (or converted into semester hours), and must be taken for credit and for a letter grade (audit hours will not count). In addition, to count towards the M.A. lane, the Master's Degree must be in an area of the Employee's teaching assignment. One (1) hour earned in an Area Education Agency Staff Development Course or from audit of a college or university course may count towards each lane advancement on the salary schedule. If more than one hour is earned from such course prior to one lane advancement, the additional hours will not count toward the next lane advancement.

3. In order for course work to count toward advancement on the salary schedule, the course must be approved by the administration. Conflicts that might arise from this would be subject to review committee as listed below.

4. An Educational Advancement Review Committee consisting of (2) administrators, (3) educators, and (2) board members will review written requests for hours that Employees want to take toward advancement on the salary schedule. Request must be approved before beginning the course of study in question.

5. Movement to a higher educational lane will be made once annually at the September payroll. In order to advance to a higher educational lane, an official

transcript of the college semester hours and/or degree completed showing acceptable hours earned must be submitted to the Board secretary in the School District's business office no later than September 10. If an official transcript for a teacher is unavailable by September 10, the teacher's copies of the grade reports and/or a letter from his or her college's or university's registrar stating that credit has been awarded will be accepted as temporary proof. However, an official transcript must be received by October 10 or the movement to a higher educational lane will be terminated.

#### D. METHOD OF PAYMENT

1. Each Employee shall be paid in twelve (12) equal installments on the 20<sup>th</sup> of each month.
2. In anticipation of starting IPERS retirement, a certified staff member may request his/her salary to be paid in ten monthly installments on the 20<sup>th</sup> of each (September through June) month. A letter of resignation must accompany the request to be effective June 30<sup>th</sup> of the current school year. The resignation letter must be submitted to the board secretary by September 1<sup>st</sup>.
3. A beginning teacher may request up to 5 days of his/her teacher salary to be paid by September 1<sup>st</sup>. (For the first year of employment only)
4. When the 20<sup>th</sup> of the month falls on a weekend, during a school holiday, or vacation day, checks will be received by employees and employees' direct deposits will be made to financial institutions on the nearest workday prior to the 20<sup>th</sup>.
5. Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee on the End-of-Year reporting forms.
6. Employee compensation payments based upon designated money received and to be received from the state of Iowa will be paid in two equal installments. One installment will be in early December and the other in early May.
7. Mentoring payments, from funds received and to be received from the state of Iowa will be paid in two equal installments in December and May of the current year as long as the program continues to be funded by the state of Iowa.
8. Employees attending training sessions required by the district beyond the contract day will be compensated for the training time according to Schedule B.
9. Employees traveling to attend training sessions required by the district beyond the contract day will be compensated for the travel time according to Schedule B.

#### E. UNUSED SICK LEAVE/PERSONAL DAYS

Decisions of retirement or resignation must be timely – during the time frame of contract issuance and signing. Retirement shall be defined as an Employee who submits a letter of retirement from service in public school and is eligible to receive IPERS retirement benefits. Resignation shall be defined as an Employee who submits a letter of resignation from the school district and would not be eligible to receive IPERS retirement benefits.

1. Sick Leave Days: Upon retirement, an Employee will be compensated for all unused Sick Leave Days at the rate of \$20.00 per day. Upon resignation, an Employee who has served the district at least 10 years will be compensated for one-half (1/2) of the unused Sick Leave Days at the rate of \$20.00.

2. Personal Days: Upon completion of each current school year the Employee will be compensated for unused Personal Leave Days at the rate of \$40.00 per day. This payment will be included in the August paycheck.

#### F. EXTENDED YEAR CONTRACT RATE

Salary Schedule A is based upon a 186 day work year. Any Employee who is offered and accepts a per-day work assignment beyond the 186 days, and which is not covered by the supplemental pay schedule, will be additionally compensated at the per diem rate of his/her contracted salary.

G. CONTRACT YEAR = 180 days (178 student days & 2 PT Conference Days)  
2 fall workshop days  
3 inservice days  
1 spring sign-out day

Should the state of Iowa or the Hubbard-Radcliffe School District require an in-service day, as defined by Article XI – Professional Development Committee, beyond the 186-day work year, affected employees will be paid their per diem salary for each additional in-service day to the extent that the funding allocated by legislative action will allow it. If the funding is less than what it would take for affected employees to receive their full per diem salary, then they will receive a pro-rated amount based upon the available legislative funding for all affected employees.

#### H. SIGNING BONUS

A \$500 signing bonus will be paid during the first week of September for new employees who are teaching in areas that are deemed to be in short supply. A \$250 signing bonus will be paid for new employees at mid-year for teaching positions in areas that are deemed to be in short supply. Teaching areas will be considered in short supply for any teaching position where the district receives fewer than ten (10) qualified applicants. Qualified applicants are those candidates who are certified to teach in the advertised position or who are able to obtain temporary approval from the Iowa Department of Education.

#### I. DISTRICT-REQUIRED TRAINING

1. Employees who provide training for other Employees on a contract day will be eligible for extra compensation for the time it may take outside of contract days for them to prepare materials for the training of other Employees. Such extra compensation will be paid at the District Required Training Rate in Schedule B for the Employee and must have the written prior approval of the Superintendent.
2. Part-time employees shall be in attendance for the entire day of full-day in-service activities if required in writing by their building principal or the superintendent. The employee will receive extra compensation for the time outside their normally contracted hours. Such extra compensation will be paid at the District Required Training Rate on Schedule B.

## ARTICLE XIV - INSURANCE

4/07

**A. TYPES** - The Employer agrees to provide all Employees the following full single coverage paid insurance protection. Any change in insurance coverage shall be considered by staff and board. [see attachment at end of Article]

1. Health and Major Medical - Each certificated Employee working a minimum of thirty (30) hours per week shall be covered by a health and major medical program paid as described in paragraph 1 that meets no less than present coverage. The Employer agrees to provide new Employees meeting eligibility requirements (a minimum of 30 hours) of the respective insurance carrier of the District's group plans the same insurance as specified above.

2. School Liability - All Employees shall be covered by a school-financed liability insurance covering job-related performance of duties. Employees required to use personal automobiles in their assigned duties shall be covered by Board-paid auto liability insurance.

3. Life Insurance and Long-Term Disability - Each certificated Employee currently employed, who meets eligibility requirements (30 or more hours per week), shall be provided (at Employer expense) twenty thousand dollars (\$20,000) in term life insurance with an additional benefit of twenty thousand dollars (\$20,000) in accidental death and dismemberment coverage. The Employer shall pay for group long-term disability insurance coverage for Employees meeting the eligibility requirements for the coverage in effect during the 1988-89 school year. The Employer agrees to provide new Employees meeting eligibility requirements (30 or more hours) of the respective insurance carrier of the District's group plans the same insurance protection as specified above.

4. Workers' Compensation - Workers' Compensation coverage as per state law will be carried by the Employer with the cost borne by the Employer.

**B. COVERAGE** - The District-provided insurance programs shall be for twelve (12) consecutive months, (beginning July 1 and ending June 30). Employees new to the District shall be covered by District-provided insurance no later than October 1st or within one month of initial employment if hired after the beginning of the work year.

**C. DESCRIPTION** - The Employer shall provide each Employee a description of the insurance coverage provided herein within ten (10) days of the beginning of the school year or date of employment, which shall include a clear description of conditions and limits of coverage as provided above. The Employer will be responsible for providing insurance information in the form of applications and enrollment meetings.

**D. CONTINUATION** - In the event that an Employee, absent because of illness or injury has exhausted sick leave accrual, the above-mentioned benefits shall continue throughout the balance of the school year.

E. CONTRIBUTORY BENEFIT PLAN - The Hubbard-Radcliffe Education Association and the Hubbard-Radcliffe Community School District mutually agree to change our single coverage employee Blue Cross/Blue Shield Health Insurance Plan. We agree to change from an employee noncontributory benefit plan to an employee contributory benefit plan. It is agreed that each covered employee shall contribute one dollar (\$1.00) per year towards the total yearly premium. It is understood that this does not change the current policy coverage. This change shall be effective on December 1, 1999.

\* \* \* \* \*

The following are Insurance Specifics agreed to during the Collective Bargaining sessions for the 2007-2008 Master Contract Agreement between the Hubbard-Radcliffe Education Association and the Hubbard-Radcliffe School District.

1. Discontinue the participation option for the Classic Blue Plan and "grandfather" the 2 Employees currently covered by this plan: Craig Sandin and Dena Zoske.
2. Discontinue the participation option for the Protector 100 Plan and "grandfather" the 8 Employees currently covered by this plan: Lisa Arndt, Andrea King, John Rahn, Megan Sandry, Stacy Simpson, Michelle Thamke, Cythia Tysdahl, and Carla Williamson.
3. Discontinue the Tax Sheltered Annuity (TSA) Option in Lieu of Insurance, and "grandfather" the 6 Employees currently receiving \$230 per month: Lorelei Lake, Paul Miller, Michelle Pearson, Stuart Sanders, Sharon Schwartz and Michelle Skartvedt.
4. Employees currently on the Protector 500 or 750 or higher deductible Plans will not be allowed to move to the Classic Blue Plan or the Protector 100 Plan.
5. The Protector 500 Plan will be the plan offered to all eligible New Employees.
6. Each Employee may choose the Protector 500, 750, or higher Plan, as may be offered.
  - ❖ If choosing the "500", the difference in cost between the "500" and the "100" will be placed in a TSA.
  - ❖ If choosing the "750", the difference in cost between the "750" and the "100" will be placed in a TSA.
  - ❖ If choosing a plan higher than the "750", the difference in cost between it and the "100" will be placed in a TSA.
  - ❖ Those "grandfathered" on the "100" will receive \$300 per year in a TSA.
7. Employees regularly scheduled to work 30 hours or more per week will be eligible for full benefits. Employees scheduled to work less than 30 hours/week, but at least 21 hours/week will receive benefits prorated according to their employment status. For example, a 25 hour/week Employee would receive .625 of all benefits, including insurance. All current Employees working 21 hours or more, but less than 30 hours are "grandfathered": Stacy Hofmeister. All current Employees working 30 hours or more/week, who may, in the future, be non-voluntarily reduced to less than 30 hours/week are "grandfathered".

## **ARTICLE XV - SUPPLEMENTAL PAY**

4/07

It is the intent of the School Board that members of the teaching staff will have first (1st) option for assignments covered by this article. Consideration will be given to the capabilities, potential experience and/or background experience of the Employee interested in a position.

### **A. EXTRA-CURRICULAR ACTIVITIES**

1. The Board and the Association agree that the extra-curricular activities listed in Schedule B are official school-sponsored activities. Such extra-curricular activities shall be compensated according to the percentages or as stipulated in Schedule B.

2. Percentages and rates listed in Schedule B indicate the rate of pay for one Employee to fill the position. If student numbers or activity dictates the need for more than one Employee, each Employee will be paid the full percentage as listed.

3. Experience credit is specific to the activity for which the Employee is hired. Experience in one activity will not transfer to another activity. Teachers will receive credit for years of experience in the Hubbard-Radcliffe School District. Experience steps are granted in the BA Lane, not to exceed BA10.

Experience credit was implemented in 1994-95, and a base year of 1989-90 was established. For the 94-95 contract no one was placed above the BA4 step.

### **B. EXPENSES OF TRAVELING EMPLOYEES**

1. When Employees receive administration approval to attend school related activities and/or workshops, the Employee shall first make request to the administration for transportation to be provided at the District's expense. If such transportation is unavailable, the Employee shall be reimbursed for mileage at the rate of thirty-five [\$0.35] cents per mile

2. Employees traveling between the sites of Hubbard and Radcliffe for the purpose of teaching classes within the contract day shall be reimbursed for mileage at the rate of thirty-five cents [\$0.35] per mile. Employees will turn in a monthly accounting of mileage by a date to be determined by the Board Secretary.

3. Meals and lodging will be paid on an actual cost basis where approved by the superintendent. Receipts for all expenses should be attached to the vouchers which shall be filed with the Board secretary on or before the first day of each month.

### **C. ADMISSION TO SCHOOL EVENTS**

All Employees will receive two (2) Non-transferable passes to all school sponsored activities.

### **D. SUPERVISION OF STUDENT TEACHERS**

Any Employee that shall supervise the activities of a college or university placed student shall receive any funds received by the district for the placement of such student teacher.

## **ARTICLE XVI - COMPLIANCE AND DURATION**

4/07

### **A. SEPARABILITY**

If any Article, section, paragraph, clause, or sentence of this Agreement should be declared contrary to law, then that portion shall be deleted from this Agreement to the extent that it is invalid. Such adjudications shall not void the remaining Articles, sections, paragraphs, clauses, or sentences, and they shall remain in full force and effect for the duration of the Agreement.

### **B. PRINTING AGREEMENT**

The expense of printing this Agreement shall be shared equally by the Board and Association. Copies thereof shall be available upon request from the Board's secretary.

### **C. NOTICE GIVEN**

Whenever any notice is required to be given by either of the parties to this Agreement to the other, such notice shall be given by registered or by certified mail addressed to the following designated addresses.

1. If by the Association to the Board:  
President of the Board of Directors  
Hubbard-Radcliffe Community School District  
Hubbard, Iowa 50122
2. If by the Board to the Association:  
President of the Hubbard-Radcliffe Education Association  
Hubbard-Radcliffe Community School District  
501 Isabella  
Radcliffe, Iowa 50230

### **D. DURATION PERIOD**

1. This Language in this agreement, excluding Article XIV –Insurance, shall be in effect as of July 1, 2007 and shall continue in effect until June 30, 2009.
2. Schedule A, Schedule B, and Article XIV – Insurance shall be in effect as of July 1, 2007 and shall continue in effect until June 30, 2008.

SIGNATURE CLAUSE - In witness whereof, the parties hereby have caused this Agreement to be signed by their respective presidents, Attested by their respective chief negotiators, and their signatures placed hereon, all on the 16<sup>th</sup> day of April, 2007

HUBBARD-RADCLIFFE EDUCATION ASSOCIATION

BY Judith Handsaker  
Judith Handsaker, President  
Hubbard-Radcliffe Education Association

BY William Heubner  
William Heubner, Chief Negotiator  
Hubbard-Radcliffe Education Association

HUBBARD-RADCLIFFE COMMUNITY SCHOOL DISTRICT

BY Jan Vaughan  
Jan Vaughan, President  
Hubbard-Radcliffe School District

BY Ron Blakley  
Dr. Ron Blakley, Chief Negotiator, Superintendent  
Hubbard-Radcliffe School District



## Schedule A: Salary Schedule 2007-08

Vertical Steps: \$900 each until Career Increments start

Horizontal Lane Changes: \$900 each

Steps	BA	BA+12	Steps	BA+24	Steps	MA	Steps	MA+12	Steps	MA+24	
0	\$26,825	\$27,725	0	\$28,625	0	\$29,525	0	\$30,425	0	\$31,325	H U B B A R D - R A D C L I F F E  C. S. D.
1	\$27,725	\$28,625	1	\$29,525	1	\$30,425	1	\$31,325	1	\$32,225	
2	\$28,625	\$29,525	2	\$30,425	2	\$31,325	2	\$32,225	2	\$33,125	
3	\$29,525	\$30,425	3	\$31,325	3	\$32,225	3	\$33,125	3	\$34,025	
4	\$30,425	\$31,325	4	\$32,225	4	\$33,125	4	\$34,025	4	\$34,925	
5	\$31,325	\$32,225	5	\$33,125	5	\$34,025	5	\$34,925	5	\$35,825	
6	\$32,225	\$33,125	6	\$34,025	6	\$34,925	6	\$35,825	6	\$36,725	
7	\$33,125	\$34,025	7	\$34,925	7	\$35,825	7	\$36,725	7	\$37,625	
8	\$34,025	\$34,925	8	\$35,825	8	\$36,725	8	\$37,625	8	\$38,525	
9	\$34,925	\$35,825	9	\$36,725	9	\$37,625	9	\$38,525	9	\$39,425	
10	\$35,825	\$36,725	10	\$37,625	10	\$38,525	10	\$39,425	10	\$40,325	
11		\$37,625	11	\$38,525	11	\$39,425	11	\$40,325	11	\$41,225	
			12	\$39,425	12	\$40,325	12	\$41,225	12	\$42,125	
				CAREER	13	\$41,225	13	\$42,125	13	\$43,025	07 - 08
			13	\$40,498		CAREER		CAREER		CAREER	
			14	\$40,640	14	\$42,298	14	\$43,198	14	\$44,098	
			15	\$40,782	15	\$42,440	15	\$43,340	15	\$44,240	
			16	\$40,925	16	\$42,582	16	\$43,482	16	\$44,382	
			17	\$41,067	17	\$42,725	17	\$43,625	17	\$44,525	
			18	\$41,209	18	\$42,867	18	\$43,767	18	\$44,667	
			19	\$41,351	19	\$43,009	19	\$43,909	19	\$44,809	
			20	\$41,493	20	\$43,151	20	\$44,051	20	\$44,951	
			21	\$41,635	21	\$43,293	21	\$44,193	21	\$45,093	
			22	\$41,778	22	\$43,435	22	\$44,335	22	\$45,235	
			23	\$41,920	23	\$43,578	23	\$44,478	23	\$45,378	
			24	\$42,062	24	\$43,720	24	\$44,620	24	\$45,520	
			25	\$42,204	25	\$43,862	25	\$44,762	25	\$45,662	
			26	\$42,346	26	\$44,004	26	\$44,904	26	\$45,804	
			27	\$42,488	27	\$44,146	27	\$45,046	27	\$45,946	
			28	\$42,631	28	\$44,288	28	\$45,188	28	\$46,088	
			29	\$42,773	29	\$44,431	29	\$45,331	29	\$46,231	
			30	\$42,915	30	\$44,573	30	\$45,473	30	\$46,373	
			31	\$43,057	31	\$44,715	31	\$45,615	31	\$46,515	
			32	\$43,199	32	\$44,857	32	\$45,757	32	\$46,657	
			33	\$43,341	33	\$44,999	33	\$45,899	33	\$46,799	
			34	\$43,484	34	\$45,141	34	\$46,041	34	\$46,941	
			35	\$43,626	35	\$45,284	35	\$46,184	35	\$47,084	

### CAREER INCREMENTS (Plateaus were eliminated effective for 2007-2008)

A career increment equal to 4% of the BA step 0 salary will be granted to Employees according to (a) in the BA+24 lane after one year on step 12 and (b) in the MA, MA+12, and MA+24 lanes after one year at step 13 of the respective lane.

Each year thereafter the Career Increment will be increased by .53% (.0053) of the BA step 0 salary.

Career Increments for part-time employees shall be pro-rated.

**Hubbard-Radcliffe CSD**

**for Schedule B: 2007-08**

**BA**

Steps	BA Lane	0.75%	1.00%	1.50%	2.00%	2.20%	2.50%	3.00%	3.30%	3.50%
0	\$ 26,825	\$ 201	\$ 268	\$ 402	\$ 537	\$ 590	\$ 671	\$ 805	\$ 885	\$ 939
1	\$ 27,725	\$ 208	\$ 277	\$ 416	\$ 555	\$ 610	\$ 693	\$ 832	\$ 915	\$ 970
2	\$ 28,625	\$ 215	\$ 286	\$ 429	\$ 573	\$ 630	\$ 716	\$ 859	\$ 945	\$1,002
3	\$ 29,525	\$ 221	\$ 295	\$ 443	\$ 591	\$ 650	\$ 738	\$ 886	\$ 974	\$1,033
4	\$ 30,425	\$ 228	\$ 304	\$ 456	\$ 609	\$ 669	\$ 761	\$ 913	\$1,004	\$1,065
5	\$ 31,325	\$ 235	\$ 313	\$ 470	\$ 627	\$ 689	\$ 783	\$ 940	\$1,034	\$1,096
6	\$ 32,225	\$ 242	\$ 322	\$ 483	\$ 645	\$ 709	\$ 806	\$ 967	\$1,063	\$1,128
7	\$ 33,125	\$ 248	\$ 331	\$ 497	\$ 663	\$ 729	\$ 828	\$ 994	\$1,093	\$1,159
8	\$ 34,025	\$ 255	\$ 340	\$ 510	\$ 681	\$ 749	\$ 851	\$1,021	\$1,123	\$1,191
9	\$ 34,925	\$ 262	\$ 349	\$ 524	\$ 699	\$ 768	\$ 873	\$1,048	\$1,153	\$1,222
10	\$ 35,825	\$ 269	\$ 358	\$ 537	\$ 717	\$ 788	\$ 896	\$1,075	\$1,182	\$1,254

Steps	BA Lane	4.00%	5.00%	5.50%	6.00%	6.50%	6.60%	7.00%	7.50%	10.00%
0	\$ 26,825	\$1,073	\$1,341	\$1,475	\$1,610	\$1,744	\$1,770	\$1,878	\$2,012	\$2,683
1	\$ 27,725	\$1,109	\$1,386	\$1,525	\$1,664	\$1,802	\$1,830	\$1,941	\$2,079	\$2,773
2	\$ 28,625	\$1,145	\$1,431	\$1,574	\$1,718	\$1,861	\$1,889	\$2,004	\$2,147	\$2,863
3	\$ 29,525	\$1,181	\$1,476	\$1,624	\$1,772	\$1,919	\$1,949	\$2,067	\$2,214	\$2,953
4	\$ 30,425	\$1,217	\$1,521	\$1,673	\$1,826	\$1,978	\$2,008	\$2,130	\$2,282	\$3,043
5	\$ 31,325	\$1,253	\$1,566	\$1,723	\$1,880	\$2,036	\$2,067	\$2,193	\$2,349	\$3,133
6	\$ 32,225	\$1,289	\$1,611	\$1,772	\$1,934	\$2,095	\$2,127	\$2,256	\$2,417	\$3,223
7	\$ 33,125	\$1,325	\$1,656	\$1,822	\$1,988	\$2,153	\$2,186	\$2,319	\$2,484	\$3,313
8	\$ 34,025	\$1,361	\$1,701	\$1,871	\$2,042	\$2,212	\$2,246	\$2,382	\$2,552	\$3,403
9	\$ 34,925	\$1,397	\$1,746	\$1,921	\$2,096	\$2,270	\$2,305	\$2,445	\$2,619	\$3,493
10	\$ 35,825	\$1,433	\$1,791	\$1,970	\$2,150	\$2,329	\$2,364	\$2,508	\$2,687	\$3,583

Percentage of Schedule A, BA lane amounts for steps 0-10.

Each cell rounded to nearest dollar.

**Hubbard-Radcliffe**
**SCHEDULE B: 2007-2008**
**BASED ON PERCENTAGE OF CURRENT SCHEDULE A - BA LANE**
**BASEBALL/SOFTBALL**

Coach 7-8 (per coach)	6.0%
4-5-6 Summer Softball	5.0%
Summer Little League	5.0%

**BASKETBALL**

Coach 7-8 (per coach)	6.0%
Chaperone	3.0%

**CHEERLEADERS**

7-8th Grade	1.0%
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**CROSS COUNTRY**

Coach 7-8 (per coach)	3.5%
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**FOOTBALL**

Coach 7-8 (per coach)	6.0%
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**MUSIC DEPARTMENT**

Summer Band: 20 - 8 hour sessions	10.0%
K-5 Vocal	1.5%
6-8 Vocal	1.5%
5-8 Instrumental	5.0%
6-7-8 Musical	2.0%
Art Assistance for 6-7-8 Musical	0.5%
Shop Assistance for 6-7-8 Musical	0.5%

**TRACK**

Coach 7-8 (per coach)	5.0%
Chaperone	1.5%

**VOLLEYBALL**

Coach 7-8 (per coach)	6.0%
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**WRESTLING**

Coach 7-8 (per coach)	6.0%
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**ITEMS NOT BASED ON PERCENTAGE**

Activity Bus Driver: 0-50 miles	\$ 15.00	
50 miles +	\$ 25.00	
Bus Chaperones: 0-90 miles	\$ 17.00	
90 miles +	\$ 25.00	
Building Assistance Team (Pre Special Ed Placement)	\$ 500.00	per year
District-Required Training (including travel time)	per hour based on per diem of BA, Step 0	
Ticket Takers	\$ 10.00	
Scorekeeper BB/VB	\$ 8.00	per game/match
Supervise Weight Room	\$ 8.00	per hour
Supervise K-5 Programs	\$ 25.00	per event
Summer School	per hour based on per diem of BA, Step 0	

**EXTENDED CONTRACTS**

Librarian (2 weeks = 80 hours @ \$15.00 per hour)	\$ 1,200.00
Guidance [grades/report cards] (2 days @ \$15.00 per hour)	\$ 240.00

SCHEDULE C

\_\_\_\_\_  
Date Filed

Hubbard-Radcliffe Community School District  
\_\_\_\_\_  
Building

LEVEL II

A. Date Violation Occurred \_\_\_\_\_

B. Date of Level I Conference \_\_\_\_\_

C. Statement of Grievance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Relief Sought \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

\_\_\_\_\_  
Date

E. Disposition by Principal or Immediate Supervisor \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Immediate Supervisor  
Date \_\_\_\_\_

LEVEL III

A. \_\_\_\_\_  
Signature of Aggrieved Person      Date Received by Superintendent

B. Disposition by Superintendent \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent      Date

LEVEL IV

A. \_\_\_\_\_  
Signature of Aggrieved Person      Signature of Association President

B. \_\_\_\_\_  
Date Submitted to Arbitration      Date Received by Arbitrator

C. Disposition and Award of Arbitrator \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Arbitrator      Date

## **SCHEDULE D: 2007-2008**

### **Dues Deduction Authorization Form**

Authorization for Payroll Deduction for Education Association Dues

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First Name	Initial	Last Name
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Amount for the 2007-2008 School Year \_\_\_\_\_

I hereby request and authorize the Board of Education of the Hubbard-Radcliffe Community School District as my remitting agent, to deduct from my earnings each month until this authorization is changed or revoked as provided herein, a sufficient amount to provide for the monthly payment of the prevailing rate of dues which amount is to be remitted each month for me and my behalf to the treasurer of the Hubbard-Radcliffe Education Association.

It is understood that this authorization shall begin on the first payroll period (September) following this date.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Social Security No. \_\_\_\_\_